



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.5.23	Subject: OFFENDER HEALTH CARE ESCORT AND TRANSPORT	
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3	
Section 5: Health Care for Secure Facilities	Effective Date: Jan. 1, 1998	
Signature: /s/ Bill Slaughter, Director	Revision Date: 04/18/06	

I. POLICY

The Department of Corrections facilities will ensure that offenders are escorted and transported safely and promptly to medical, mental health, and dental clinic appointments both inside and outside the facility.

II. APPLICABILITY

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, Treasure State Correctional Training Center, and the private and regional facilities contracted to the Department of Corrections.

III. REFERENCES

A. *National Commission on Correctional Health Care Standards, 2003*

IV. DEFINITIONS

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Health Care Staff – Includes licensed health care providers and non-licensed health care staff (e.g., medical records staff, health care aides) responsible for offender health care administration and treatment.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

V. DEPARTMENT DIRECTIVES

A. In-House Movement/Escort

1. Facility administrators will ensure that security staff is available to escort offenders from housing to clinic areas for scheduled health care appointments and emergency medical needs.
2. When possible, health care providers will see the offender in a clinical area within the housing unit.

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3. If the offender's ability to walk to the health services unit is compromised, health care providers will be consulted beforehand to ensure the mode of transportation is appropriate to the nature of the medical problem.

B. Off-Site Referrals/Transportation

1. Facility health care providers and correctional staff will provide offender emergency health care or transport in accordance with *DOC 4.5.20, Emergency Medical Services*.
2. Health care providers will:
 - a. make all non-emergency off-site medical referrals according to protocols outlined by the Department medical director;
 - b. establish applicable off-site referral notification procedures;
 - c. provide security transport staff with only the amount of offender medical information necessary to ensure offender and staff protection and safety; and
 - d. if indicated, make special arrangements to ensure continuity of care by providing written instructions, medications, and supplies in accordance with *DOC 4.5.22, Offender Health Care Continuity*.
3. Facility health staff will establish a system to track missed appointments.
4. The chief facility health officer, or designee, will investigate missed appointments and take corrective action when needed.

VI. CLOSING

Questions concerning this policy should be directed to the health services bureau chief.